



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Dept. of Offender Rehabilitation Adult Facilities & Programs Correctional Institution	Application Number 74-42-A	
Application Number			Date Received APR 22 1981	Date Completed MAY 4 1981
2. Person to Contact		Working Title	Telephone Number	
3. Action Requested				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input checked="" type="checkbox"/> Amend Application No. 74-42 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)		
Earliest	Latest	Institutional Inmate Case History File		
	04/03/81			
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?		
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.		
Documents relating to:		Individual inmates chronological history of incarceration		
Included are:		Court indictments, records of actions during incarceration, approved visitors record cards, counseling and Earned Time documents and release authorizations.		
File is arranged:				
8. Monthly Reference Rate		How often are records referred to which are:		
One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records				
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

See attached sheet.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
			4/6/81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-1-81
		Secretary of State/Designee	4-28-81
		Attorney General/Designee	5-4-81

Upon release from institution by;

- A. Discharge - remove from active file; place in inactive file; cut off at end of Calendar Year; hold 3 years then destroy.
- B. Parole - remove from active file; place in inactive file; cut off at end of Calendar Year; hold 3 years after maximum discharge date; then destroy. NOTE: For parolees from life sentences hold 10 years from date of parole then destroy.
- C. Split Sentence Probation - remove from active file; place in inactive file; cut off at end of Calendar Year; then hold 3 years after maximum release date then destroy.
- D. Death by Natural Causes - remove from active file; place in inactive file; cut off inactive file at end of Calendar Year; hold 3 years then destroy.
- E. Conditional Release to another State - remove from active file; place in inactive file; cut off at end of Calendar Year; hold 3 years after maximum discharge date; then destroy.



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

233-17
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1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received FEB 4 1974	Application No. 74-42 Date Completed FEB 11 - 8 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Offender Rehabilitation 815 Trinity-Washington Building-Corrections Division Atlanta, Georgia 30334		4. Person to Contact Elizabeth Mobley 5. Working Title R.M.O. III 6. Tel. No. 656-3814	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
Earliest to Present

9. Exact Series Title
Institutional Inmate Personnel Records File
(Agency Common Standard)

10. What is the function of the office in which this record series is created?

Penal institutions provide for the incarceration, rehabilitation, education, health, and medical care of those persons placed in their jurisdiction by courts of law. These institutions maintain records associated with the performance of the above services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relate to the individual inmate's chronological history of incarceration.

Included are court indictments, records of actions during incarceration, visitation record cards, visitors' admittance slips, release authorizations, and medical records.

Files are arranged in alphabetical order.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [] [X]
- 14. Is there a duplication of this series in another office or agency?
Record copy held in Atlanta Central Office. [X] []
- 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [X]
- 16. Does the series contain classified information requiring security handling?
Rules of the State Board of Corrections 125-1-1-05 [X] []
- 17. Does the series initiate, amend or terminate agency policies and procedures?
See Attachment: [X] []
- 18. Could the function be performed if the files were lost or destroyed?
Record copy in Atlanta Central Office [X] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
- 20. Does the record series provide data as input to an EDP file? [] [X]
- 21. Does the record series contain documentation produced as EDP printout? [] [X]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [X] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

[] Hold in the current files area _____ month(s)/_____ year(s):

[] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):

[] Destroy.

[] Transfer to State Archives for permanent retention.

[] Destroy immediately after cut-off.

[X] Other: (Specify) _____

See Attachment:

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer, (Signature) <i>Charles H. Mobley</i>		Date <i>2/1/74</i>	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:			<i>Allen L. Nutt</i>		<i>2-1-74</i>
Agency Head/Designee [X] Approved [] Disapproved			<i>William M. Dixon</i>		<i>2-6-74</i>
State Auditor/Designee [] Approved [] Disapproved			<i>Carroll Hart</i>		<i>2-5-74</i>
Secretary of State/Designee [] Approved [] Disapproved			<i>Robert Shell</i>		<i>2-7-74</i>
Attorney General/Designee [] Approved [] Disapproved					

STATE RECORDS COMMITTEE *90*

#17 This series will amend or terminate a policy whereby institutional inmate personnel records were being sent to the Georgia Diagnostic and Classification Center upon an inmate's release from an institution.

#25 Cut off current files and transfer to local holding area when inmate is released, discharged, or paroled from the institution. Retain in local holding area until three (3) years after the following:

- A. Inmate completes his sentence and is discharged, then destroy.
- B. Inmate is pardoned, then destroy.

Except in the case of a life sentence, retain in local holding area until inmate's death or commutation of sentence, then destroy.